

**Additional Controls to be considered re the Infection Control COVID-19 General Risk Assessment Form - Following the announcement of another National UK Lockdown**

**All schools are advised to note the issues and suggested control measures in this document and then add controls specific to their school.**

<b>Name and Address of the School:</b> Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
<b>Additional Controls considered on:</b>  11 <sup>th</sup> January 2021, and reviewed on 18 <sup>th</sup> January 2021. Reviewed on 2 <sup>nd</sup> February 2021. Reviewed on 23 <sup>rd</sup> February 2021.	<b>Name of Person Reviewing the Additional Controls:</b>  Mrs. Lynn Boulton – Head Teacher Mrs. Nicola Greaves – School Business Manager; Health and Safety Lead Mrs. Pauline Crook – Chair of Governors Governing Body Members	<b>Date of Assessment:</b> January 2021-National Lockdown Update.
<b>Communication</b>  The school has more than 50 members and staff, and to comply with the current <a href="#">Guidance for full opening: schools</a> , <a href="#">Early Years</a> , <a href="#">Special Schools</a> and Further Education Colleges and to ensure compliance with the <a href="#">Health and Safety Executive (HSE)</a> a copy of this risk assessment has been placed on the school website.  <a href="#">During the lockdown, new guidance was introduced- Restricting Attendance during the National Lockdown: Schools</a> -This update has been reviewed and key points included in the risk assessment update.		

On January 4<sup>th</sup> 2021, the Prime Minister announced that England would enter a [National Lockdown](#) due to the surge in coronavirus cases.

For as long as COVID-19 remains in the community, judgements will need to be made within settings about how to minimise the risk from COVID-19, in the school community.

Public Health England advise systems of controls to minimise coronavirus (COVID-19) risks in school environments;

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible-Schools put in place measures that suit their circumstances.
7. Where necessary, wear appropriate personal protective equipment (PPE)-Where need identified.
8. Always keeping occupied spaces well ventilated.
9. Staff/Parents to engage with the [NHS Test and Trace](#) process-Where need identified.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC
11. Contain any outbreak by following local health protection team advice-Where need identified.

Durham County Council (DCC) have produced two documents to support schools in their decision making in relation to COVID-19; [Child/staff develops symptoms in school/setting](#) and [Schools/Education settings COVID-19 reporting process](#). DCC HR colleagues have produced a flow diagram for schools to follow-[Employee testing and isolation requirements](#).

**For further advice and support contact the Children & Young People's/Adult & Health Services, Health and Safety Team - [hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.**

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Hazards / issue	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>1. Staff and Pupils and the wider school community</b>					
Critical workers and vulnerable children in school during Lockdown	H	<ul style="list-style-type: none"> <li>-Coronavirus cases are rising rapidly across the country. The whole Country has been placed on <a href="#">National Lockdown</a>.</li> <li>-The school have identified Critical worker and vulnerable children who can access schools or educational settings.</li> <li>-There are currently 101 pupils who are attending the school.</li> <li>-Numbers of staff working in school change on a daily basis due to our school Staffing Plan which identifies those staff working at school, and those working from home.</li> <li>-Chair of Governors is aware of school Staffing Plan and has endorsed this. HT and CoG discuss Staffing Plan on a regular basis.</li> </ul>		M	Head teacher
COVID-19 transmission	H	<ul style="list-style-type: none"> <li>- The <u>Systems of Control</u> are followed throughout the school day.</li> <li>-Staff to maintain 2 metre social distancing from other adults and pupils not within their Bubbles.</li> <li>-Parents/carers advised to keep their children off school if they are unwell.</li> <li>-Staff members do not attend the school site if they are unwell and follow the school's sickness/absence procedure.</li> </ul>	<ul style="list-style-type: none"> <li>-Parents/Carers and Staff continually advised to follow- <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></li> <li>-<u>School COVID Reassurance checklist</u> available in the Health and Safety COVID-19 File for schools to complete.</li> <li>- Review the spaces that you have available in school and where need</li> </ul>	L	Head teacher  Staff

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		<ul style="list-style-type: none"> <li>-Identified Staff members working from home as part of the Staffing Plan in order to reduce transmission.</li> <li>-Staff parents/carers aware of the <a href="#">NHS Test and Trace: how it works.</a></li> <li>-The school maintain local records of staff/pupils' absence in relation to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>identified move bubbles into larger spaces if available.</li> <li>-LA meet with PHE on a weekly basis and made aware of 'hot spot' areas. Where need identified the Health and Safety Team -<a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> support individual schools.</li> </ul>		Head teacher
Wrap around care and extra-curricular provision	H	<ul style="list-style-type: none"> <li>-Breakfast Club can continue where staffing levels permit.</li> <li>-Maintain activities within tight Bubbles.</li> <li>-Ensure registration records of attendance are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>-Staff are to ensure that systems in place to ensure staff and pupil safety during the school are adhered to during wrap around care/extra-curricular activities.</li> </ul>	L	
Mass testing in schools	H	<ul style="list-style-type: none"> <li>-The LA update schools on a weekly basis with changes in COVID-19 Guidance</li> <li>-<a href="#">Mass asymptomatic testing in schools and colleges</a> taking place in January 2021</li> <li>-<a href="#">School testing programme documentation</a> available on the H&amp;S Teams Extranet page.</li> <li>-Staff/pupils who test positive are advised to follow -<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul>		L	
Social interaction within the school community	H	<ul style="list-style-type: none"> <li>--The <a href="#">Systems of Control</a> are followed throughout the school day.</li> <li>-The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></li> </ul>	<ul style="list-style-type: none"> <li>-Limit staff movement between bubbles where possible.</li> <li>-Where possible staff remain in the same bubble for the whole day.</li> </ul>	L	Head teacher/Staff

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		<p>-Parents/Carers requested to wear face coverings when dropping off and collecting pupils from the school site.</p> <p><u>-Hands, Face, Space guidance followed by Parents/Carers when on the school site.</u></p> <p>-Pupils remain within their identified bubbles during the school day.</p> <p>-Classrooms/toilets/staff rooms/halls etc. well ventilated throughout the school day.</p>			
Remote Education/Teaching in class	M	<p>-Coronavirus cases are rising rapidly across the country. The whole Country has been placed on <a href="#">National Lockdown</a>.</p> <p><u>-The school have identified Critical worker and vulnerable children who can access schools or educational settings.</u></p> <p>-Pupils not attending school are accessing remote learning.</p> <p>-Staffing Plan reflects staff who are delivering teaching in school, and those staff who are engaged in Remote Learning, working both at home and at school as appropriate.</p> <p>-The school are aware of the updated guidance - <u>Face coverings in education.</u></p> <p>-Welfare calls made where need identified for pupils and staff members.</p>	<p>-Ensure that breaks are included for staff and parents to ensure that breaks are taken away from display screen equipment (DSE).</p> <p>-Staff to complete the <a href="#">homeworking checklist</a>.</p> <p>-Ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992,when <a href="#">home working</a>.</p> <p>-Staff to be supplied with suitable and sufficient equipment to undertake the task of remote education from home.</p> <p>-Discuss workload with the staff team regarding remote provision being provided whilst teaching. Where need identified additional support be provided to the staff member/year group or task shared.</p> <p>-Where doorstep welfare checks needed a Risk Assessment is completed.</p>	L	Head teacher

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		<p>-Where possible, telephone call with year group teacher at least once a week.</p> <p>-Where need identified, Attendance Officer attends the home to carry out a doorstep welfare check/drop off work.</p> <p>-Parent/carers and pupil encouraged to engage in the schools' remote learning.</p>	<p>-<a href="#">Checklist</a> available for school leaders to support behaviour and attendance.</p> <p>-Where work is dropped off to the home environment, hands face space followed.</p> <p>-Where work is collected it is placed in a bag/box and quarantined for 72 hours.</p>		
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## 2.Symptoms of COVID-19 in the school community

Staff sickness absence	H	<p><a href="#">-Mass asymptomatic testing in schools and colleges</a></p> <p>- The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></p> <p>-Weekly testing made available to all staff</p> <p>-Testing schedule in place which covers all staff.</p> <p>-Staff do not have to participate in the mass testing programme currently in place.</p> <p>-Staff follow the sickness absence procedure for the school.</p> <p>-Staff sickness absence monitored by the Head teacher on a daily basis.</p> <p>-Staff advised to maintain social distancing at all times around other adults.</p>	<p>-Where staff do not give consent to be tested the <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a> is followed and the member of staff isolates for 10 days</p> <p>-Where need identified the Head Teacher to raise concerns with the Chair of their Governing body and the Local Authority.</p>	L	Head teacher
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### 3.Managing a staff member/pupil positive case

Staff /Pupil tests positive for COVID-19	H	<p>The school are following the updated guidance-<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></p> <p>- School applies the following definition of a close contact regarding a staff member/pupil who has tested positive:</p> <ul style="list-style-type: none"> <li>•A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19);</li> <li>•Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time;</li> <li>•Being less than 1m from a confirmed case for 1 minute or longer.</li> <li>•Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day) and Travelling in a small vehicle with a confirmed case.</li> </ul>	-Isolating Staff/Pupil procedure followed where need identified.	L	Head teacher
Staff/Pupils who are Clinically Extremely Vulnerable (CEV) (High Risk) or Clinically Vulnerable (CV) (Moderate Risk)	H	-The school are aware of the recent changes to <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>	- Clinically Extremely Vulnerable/ Clinically Vulnerable risk assessment template available on the Extranet. <a href="#">H&amp;S COVID-19 folder.</a>	L	Head teacher/SLT

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		<p>-The Head Teacher/DHT/SBM of the definition of <u>Clinically Extremely Vulnerable groups</u></p> <p>-<u>Staff</u> who are-Clinically Extremely Vulnerable (CEV) are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of lockdown.</p> <p>-Schools are aware of pupils who are Clinically Extremely Vulnerable (CEV) and have identified if the pupil's Consultant has advised them to shield/They have received a letter to shield.</p> <p>-The Head Teacher/DHT/SBM are aware of the definition of <u>Clinically Vulnerable.(CV)</u>.</p> <p>-If staff are CV, staff can attend work (where it is not possible to work from home).</p> <p>-Staff/pupils who live with those who are CV or CEV can attend the workplace but should ensure they maintain good prevention practice in the workplace and home setting.</p>	<p>-Pupils - Parents/Carers to speak with their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as Clinically Extremely Vulnerable.</p> <p>- If <u>staff</u> are CEV and they believe they should have received a letter from the NHS. <u>Staff</u> are to speak to their GP or hospital care team if they have not been contacted and think they should have been.</p>		
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<b>4.New and Expectant mums in the school community</b>					
New and Expectant Mums	M	<ul style="list-style-type: none"> <li>- New /Expectant Mum risk assessment in place.</li> <li>- The Head Teacher/DHT/SBM are aware of the definition of <u>Clinically Vulnerable.(CV)</u>.New and Expectant Mums are categorised as CV.</li> <li>-If staff are CV, staff can attend work (where it is not possible to work from home).</li> <li>-Work area to be regularly reviewed to ensure 2 metre social distancing is in place.</li> <li>-Where need identified floor markings to be put in place to ensure that social distancing can be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>- New /Expectant Mum risk assessment updated and available on the <u>Extranet_ H&amp;S COVID-19 folder</u></li> <li>-New and Expectant mum to raise concerns in the first instance with the Head teacher.</li> </ul>	L	Head teacher
<b>5.Maintaing infection control/hygiene standards during the school day.</b>					
COVID-19 spreading from person to person within the school building.	H	<ul style="list-style-type: none"> <li>-Also see- <u>Use of face coverings on the school site</u></li> <li>-DCC - <u>Caretaking &amp; Cleaning Support Service cleaning schedule updated on the Extranet.</u></li> </ul>	<ul style="list-style-type: none"> <li>-Identify pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them.</li> </ul>	M	Head teacher

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Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> <li>-Seating plans in place where dining areas are in use.</li> <li>-Any changes to pupil bubbles recorded.</li> <li>-Staff movement between bubbles limited.</li> <li>-See face coverings</li> <li>-See ventilation</li> </ul>	<ul style="list-style-type: none"> <li>-Where need identified staff wear face coverings and PPE used when working with identified pupils, for example, intimate care needs of a child.</li> </ul>	L	Head teacher

### 6.Pupils and Staff working in identified bubbles/groups

Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> <li>-Seating plans in place where dining areas are used.</li> <li>-Movement of staff between bubbles recorded.</li> <li>-Work spaces placed on a rota system where need identified.</li> <li>-Movement around the school building limited during the school day.</li> <li>-Classrooms and communal areas ventilated throughout the school day.</li> <li>-Reduce the number of contacts that staff, and pupils have to interact with each day.</li> <li>-Use other communication links during the school day such as IT/telephone to reduce movement of staff into bubbles.</li> <li>-Staff movement around the building is limited as much as possible. Telephones used to communicate.</li> <li>-Breaktimes are staggered to allow social distancing between staff members.</li> </ul>	<ul style="list-style-type: none"> <li>-Systems of Controls in place reviewed where a positive case is identified.</li> <li>-Cleaning schedules reviewed where a positive case is identified.</li> </ul>	L	Head teacher
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7. Subject area needs					
Educational Visits	M	<u>-Not to take place during National Lockdown.</u>		L	
8. Pupils with first aid/medication					
First Aid Provision and support with medication	M	<p>-First Aid boxes located around the school site.</p> <p>-‘Supporting Pupils with Medical Conditions’ and ‘Managing Medicines in Schools’ policies in place.</p>	<p>-Ensure that suitable and sufficient First Aid cover is in place for the period of lockdown to ensure staff and pupil safety.</p> <p>-Ensure that suitable and suitably trained staff are in school to provide support with medication/health needs.</p> <p>-First Aid Risk Assessment template reviewed and available on the Extranet, <u>H&amp;S COVID-19 folder</u></p>	L	Head teacher
9. Mental Wellbeing					
Pupil struggling with remote education	M	<u>- The school have identified Critical worker and vulnerable children who can access schools or educational settings.</u>	<p>-Where need identified virtual meeting to take place with parent/carer.</p> <p>-Where need identified pupil to return to school.</p>	L	Head teacher

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		-Pupil interaction with remote education monitored during the lockdown period. -Other avenues of interaction in education explored where need identified.			
Staff Workload	H	-Staffing Plan in place. -Monitored by the HT and DHT on a week to week basis.	-Staff members to raise concerns with their Head teacher in the first instance.	M	Head teacher
Staff Working from home	M	-Staff provided with the relevant equipment in order to undertake work activities.	-Staff to discuss their concerns with the Head Teacher.	L	Staff Head teacher
Staff anxiety when working in school-Pupil numbers on the school site/in the classroom	H		-Staff to raise concerns with the Head Teacher in the first instance. -Head Teacher monitors the number of pupils currently in school. -Where need identified concerns raised with the LA.	L	Staff Head teacher
<b>10. Building Management</b>					
Statutory Testing and Inspection on the school site	M	-Statutory buildings and premises testing to be carried out at the school during the lockdown period.	-Where possible, appointments to be made outside of core school hours. -Contractors to maintain hands face space when on the school site. -- <a href="#">Building and Associated activities checklist</a> to be reviewed and action produced where needs identified.	L	Head teacher

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Managing Health and Safety on the school site	H	<p><u>-Gritting Policy in place.</u></p> <p><u>-Gritting Manual Handling Risk Assessment in place.</u></p> <p><u>-Outdoor Risk Assessment in place</u></p> <p><u>-Indoor Risk Assessment in place</u></p> <p><u>-Slip/Trip/Fall Risk Assessments in place.</u></p>	<p>-Ensure that <b>Slip/Trip/Fall, Indoor and Outdoor Risk Assessments</b> are reviewed every 6 months.</p> <p>-Review any <b>new</b> access and egress to the school site that parents/carers use to ensure their safety during adverse weather conditions.</p> <p>-Include new entrance/exit points in the Gritting Policy.</p> <p>-Review the school's Gritting Policy regarding additional access/egress points on the school site.</p>	L	Head teacher
Adverse weather conditions	M	<p>-Monitor the weather conditions in your local area.</p> <p>-Communicate adverse weather conditions to the school community</p> <p><u>-Cold Weather Plan followed</u></p> <p>-Where need identified, close the school due to adverse weather conditions.</p>	<p>-Inform parents/carers of the school closure and inform the LA.</p>	L	Head teacher
Emergency situations	H	<p>-There is an automatic fire detection system fitted at the school which is tested weekly by school staff and inspected twice a year by a specialist contractor.</p> <p><b>-Fire Drills</b></p> <p>The DCC Health &amp; Safety Team are advising the following during the lockdown:</p> <p><b>-During a staff meeting complete a desktop fire drill exercise with staff, informing them of the FRA and emergency plan. Document that you have delivered this, as this counts as fire safety training.</b></p>	<p>-Where <b>PEEPS</b> are in place for Staff and Pupils they are to be reviewed to ensure suitable and sufficient support is available.</p> <p>-Ensure that identified members of the SLT are aware how to read the fire control panel and address any activation in the event of the Caretaker/Premise Manager not being present.</p>	L	Head teacher

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		<p>-Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.</p> <p>Records of these individual class bubble walk throughs should be kept in the fire safety logbook.</p>			
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Guidance	
1	<a href="#">-Restricting attendance during the national lockdown: schools</a>
2	<a href="#">Guidance for full opening: schools</a>
3	<a href="#">Guidance for full opening: special schools and other specialist settings</a>
4	<a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>
5	<a href="#">Early Years</a>
6	<a href="#">Actions for FE colleges and providers during the coronavirus outbreak</a>
7	<a href="#">National Lockdown: Stay at home</a>
8	<a href="#">Critical worker and vulnerable children who can access schools or educational settings.</a>
9	<a href="#">Face coverings in education</a>
10	<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>

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11	<a href="#">Social Distancing</a>
12	<a href="#">Hands, Face, Space</a>
13	<a href="#">Behaviour and attendance</a>
14	<a href="#">Coronavirus (COVID-19):test kits for schools and FE providers</a>
15	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>

#### NHS Guidance

1. [Who's at higher risk from coronavirus](#)
2. [NHS Test and Trace: how it works](#)

#### Transport Guidance

1. [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

#### HSE Guidance

1. [Air conditioning and ventilation during the coronavirus pandemic](#)
2. [CIBSE coronavirus \(COVID-19\)](#)

#### DCC Extranet

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1.	<a href="#">COVID-19 Folder</a>
2.	DCC-Caretaking & Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet.
<b>National Guidance</b>	
1.	<a href="#">COVID-19 contain framework: a guide for local decision-makers</a>
2.	<a href="#">Guidance for food businesses.</a>

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